

AGENDA ITEM 2

LAKE COUNTY COMMUNITY HEALTH CENTER GOVERNING COUNCIL October 27, 2016 Meeting Minutes

1. **Call to Order:** Governing Council Chairperson Robert Tarter thanked everybody for coming and called the meeting to order at 12:05 p.m. at the Health Department, 3010 Grand Avenue Waukegan Board Room.

Members Present

Mallory Bejster
Frederick McConico
Dr. James Macrowski
Mary Ross-Cunningham
Robert Tarter
Lester Washington

Staff Present

Mark Pfister, MSES, LEHP, Interim Executive Director
Loretta Dorn, RN, MSN, CQM Director of Clinical Operations
Adam Carson, Director of Strategic Initiatives
Robert Saqueton, MD, Chief Medical Officer
Jennifer Keel, Executive Assistant of Clinical Operations

Members Present via Phone

Maria Elena Lara

Members Excused

Cynthia Vargas
Patricia White

Other Staff Present

Jerry Nordstrom, MBA, Director of Business Operations
Aisya Williamson, MHSA, Associate Director
David McDermott, MPH, Grants Program Manager
Leslie Piotrowski, Communications Coordinator
Laura Schneider, Policy Analyst

2. **Approval of Minutes:**

A. September 22, 2016 Meeting

Member Washington made the motion to approve the minutes from the September 22nd, 2016 meeting. Member McConico seconded the motion. All in favor. None opposed. Motion carried and approved.

B. August 25, 2016 Executive Session

Member Ross-Cunningham made the motion to approve the Executive Session minutes from the August 25th, 2016 meeting. Member Washington seconded the motion. All in favor. None opposed. Motion carried and approved.

3. **Public Comments to the Governing Council:** There were no visitors who spoke at this meeting.

4. **Executive Director's Report:** Interim Executive Director stated that on October 26th, we had the first School Based Health Center Advisory Committee meeting and another follow-up meeting to come. There are some changes happening at the school that might affect our facility. Loretta gave some great news that the students of the Round Lake District can all use the School Based Health Center. Students can come without a parent as long as they have a signed consent. Many beneficial changes to come at the center.

A fact sheet with the Zion data from the last meeting will be sent out to the Governing Council members. Staff is putting the finishing touches on it. Jerry Nordstrom, Director of Business Operations has been in contact with the CTCA on a property in Zion. Walgreens will now start taking back pharmaceuticals to be properly disposed of. Once collected at local Walgreens, the pharmaceuticals will be incinerated.

New science using genetics and how patients metabolize pharmaceuticals. We need to have providers look at how they are prescribing. Some people might over metabolize the drugs they take. This is a new science that looks at DNA and shows how it prescribed medicine affects patients.

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5. Items for Approval: The following item was presented for approval:

- A. Approval of Governing Council Membership Renewals:** The following Governing Council members were up for membership renewal: Mallory Bejster, Maria Elena Lara, Mary Ross-Cunningham, Fredrick McConico, Lester Washington, and Patricia White. The renewal of membership will be for 2-year terms and will end October 2018.

Member McConico made the motion to approval of Governing Council Membership 2-year Renewals. Member Washington seconded the motion. All in favor. None opposed. The motion carried and approved.

- B. Approval of Title X Education Materials:** Annual review of brochures that are given to patients during Title X family planning services for educational purposes.

Chairman Tarter stated that in the Pregnancy Health brochure that there needs to be a statement on the patient staying in close contact with their physician and also the importance of prenatal care. Since prenatal care is reported to HRSA, we should revise the brochure to get patients in for prenatal care. Loretta Dorn, Director of Clinical Operations, will discuss beefing up the Pregnancy Health brochure with the Coordinator of Women's Health. Once updated, the brochure will be brought in front of the Council so they can see the changes.

Member Washington made the motion to approval of the Title X Education Materials. Member McConico seconded the motion. All in favor. None opposed. The motion carried and approved.

6. Approval of Grants: The following item was presented for approval:

- A. Approval of \$121,490 in funding from IL Dept. of Public health (IDPH):** The Lake County Health Department and Community Health Center has been awarded \$494,000 in funding from the Illinois Department of Public Health to support the Illinois Breast and Cervical Cancer Program (IBCCP). Of this, \$121,490 represent new funds for state fiscal year 2017. Funds will be used to cover project management and clinical costs for women enrolled in the IBCCP program. The grant period for the project is July 1, 2016 – June 30, 2017. The assigned caseload for state fiscal year 2017 is 851 women. Interim Executive Director Mark Pfister stated that this is great news since the state keeps cutting this line item.

Member McConico made the motion to approval of \$121,490 in funding from IDPH. Member Washington seconded the motion. Roll Call vote yielded 6 ayes: Bejster, McConico, Tarter, Ross-Cunningham, Macrowski, and Washington. All in favor. None opposed. The motion carried and approved.

- B. Approval of 105,161 in funding from the Health Resources and Services Administration (HRSA):** The Lake County Health Department and Community Health Center has received a grant award of \$105,161 from the Health Resources and Services Administration for meeting quality improvement benchmarks. Funds will be used to support quality improvement efforts at the agency including training, conferences, technology and supplies.

Member Ross-Cunningham made the motion to approval of \$105,161 in funding from HRSA. Member Bejster seconded the motion. Roll Call vote yielded 6 ayes: Bejster, McConico, Tarter, Ross-Cunningham, Macrowski, and Washington. All in favor. None opposed. The motion carried and approved.

7. Informational Items: There were no informational items for this meeting.

8. Chief Medical Officer's Report: Dr. Robert Saqueton discussed the items included in the Chief Medical Officer's report.

- A. Approval of Professional Staff Reappointments:** The Personnel Committee has reviewed the reappointments of the following providers and has recommended approval from the Governing Council:

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1. Idries Abdur-Rahman, MD, FACOG
2. Jamil Abdur-Rahman, MD, FACOG
3. Jeffrey Lerch, MD, FACOG
4. Lauren Oshman, MD, MPH, FAAFP
5. Hanju Wang, RN, MSN, APN-C

Member Ross-Cunningham made the motion to accept the reappointments of the above-mentioned providers. Member Bejster seconded the motion. All in favor. None opposed. The motion carried and was approved.

9. Dental Director's Report: Dr. Omar Cockey 's monthly report was included in the Governing Council packet. There were no questions.

10. Director of Finance's Reports: The following reports were included in the packet.

- A.** FQHC September 30, 2016 – Excess of \$759,913. Continued Medicaid improvement but more extensive on the Medicare side.

11. Reports of Committees: Chair Tarter stated that the Nominating Committee has 3 applicants for Governing Council Membership and that the committee will be setting up a meeting to interview and decide on their membership. Also, Jennifer has handed out a committee sign-up sheet for each member to mark which committees they would like to be a part of. Please complete and return to Jennifer at the end of the meeting.

12. Old Business:

- A.** *Member Bejster: Last month's report from Pam Riley, Director of Finance stated that Adam Carson, Director of Strategic Initiatives and Loretta Dorn, Director of Clinical Operations are working on a new revenue cycle project. Member Bejster had a dental visit and there was a long lag in getting the bill and issues with LCHD contacting her insurance company. It would be great if there were some informational brochures for patients to help them understand billing issues as most patients would not understand. Member Bejster knows what to do and who to contact because of being on the Governing Council. Loretta and Adam will bring this issue to the backend committee on the revenue cycle project as this is definitely a part of health equity and how to read bills.*

13. New Business: There was no new business at this meeting.

14. Adjournment and Next Meeting:

Member Ross-Cunningham made the motion to adjourn. Member Bejster seconded the motion. All in favor. None opposed. Motion carried and approved. Meeting adjourned at 12:34 p.m.

The next Governing Council meeting will take place Thursday, November 17th, 2016 at 12:00 noon at the Health Department Board Room. 3010 Grand Avenue, Waukegan, IL 60085.

Respectfully submitted,

Mallory Bejster, Secretary